

# Retention and Classification Report

**Agency:** Box Elder County (Utah). Sheriff's Office (2533)

52 South 1000 West  
PO Box 888  
Brigham City, UT 84302  
435-734-3818

**Records Officer** Barbara Hereford

13156 Civil fee receipts  
13157 Civil service cards

**AGENCY:** Box Elder County (Utah). Sheriff's Office

**SERIES:** 13156

3

**TITLE:** Civil fee receipts

**DATES:** undated

**ARRANGEMENT:** none

**DESCRIPTION:**

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until microfilmed and then transfer to State Archives with authority to weed.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

**AGENCY:** Box Elder County (Utah). Sheriff's Office

**SERIES:** 13157

3

**TITLE:** Civil service cards

**DATES:** undated

**ARRANGEMENT:** none

**DESCRIPTION:**

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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